

# **US ARMY STUDENT DETACHMENT**

Request and Authorization for Travel of DOD Personnel  
DD 1610  
US Army Student Detachment

# PROCESS

- Notification of Proposed TDY
- Forward request to PERSCOM or US ARMY STUDENT DETACHMENT (30) days prior to departure date.
- Approval and Fund Citation letter should reach Student Detachment (14) days prior to departure date.
- DD1610 will be faxed to service-member (7) days prior to the date of departure.

# PROCESS (cont')

- After completion of travel submit your completed DD 1351-2 Travel voucher and receipts to the Finance Section of the Student Detachment.
- Split Disbursement is highly encouraged when using the government travel card for official government travel expenses.